TILLAMOOK CITY COUNCIL MEETING
MONDAY, NOVEMBER 21, 2011
CITY HALL, 210 LAUREL AVENUE

EXECUTIVE SESSION:

Mayor Weber called the executive session to order at 6:30 p.m. for discussion of labor negotiations per ORS 192.660(2)(d).

CALL TO ORDER/FLAG SALUTE:

Mayor Weber called the regular City Council meeting to order at 7:00 P.M. and led the Pledge of Allegiance.

ROLL CALL:

Those present for roll call:

Mayor Suzanne Weber
Councilor Joe Martin
Councilor Matt Harris
Councilor John Sandusky
Councilor Doug Henson
Councilor Cheryl Davy

Absent:

Councilor Steven Forster (Excused)

Staff Present:

Paul Wyntergreen, City Manager
Bernadette Sorensen, City Recorder
Abigail Donowho, New City Recorder

INTRODUCTION OF NEW CITY RECORDER:

Mayor Weber introduced the new City Recorder, Abigail Donowho. The Council will hold a workshop in January to outline expectations and job functions for Abigail as an employee of the Council.

AGENDA:

The posted agenda for the meeting of November 21, 2011 is attached and by this reference is made a part of the record.

MINUTES:

Council minutes for meetings held on May 2, 2011, May 16, 2011 and June 20, 2011 were included in Council packets.

Councilor Sandusky moved approval of the minutes of May 2, 2011, May 16, 2011 and June 20, 2011 as presented. Councilor Henson seconded the motion. Motion carried unanimously by Council seated.

CITIZENS HEARING:

Gus Meyer, 1715 Skyline Dr., Tillamook, expressed thanks for efforts and coordination by the City of Tillamook to extend the sewer line. He also extended compliments and thanks on behalf of the children in the Goodspeed Park neighborhood area for the new playground equipment that will be installed soon. **Mayor Weber** asked Meyer about contributing to the Holden Creek project. Meyer respectfully declined the offer. **Councilor Henson** complimented Meyer on his contribution to the community and thanked him for his involvement.

PENDING BUSINESS:

1. **Draft of TURA City 1st Street Parking Lot Lease Agreement – City Manager Wyntergreen** gave a report on Attorney Sam Kuzma's suggestions and direction regarding various points within the lease agreement. **Councilor Sandusky** expressed concerns that the agreement was too long and exceeds the City's original intent for the lease. **Councilor Harris** concurred with Councilor Sandusky. **Councilor Sandusky** recommended the council concede to simplify the contract. The Council reached consensus, and directed Wyntergreen to revise the contract.

2. **Mayor Weber** readdressed the motion passed during the November 7, 2011 meeting regarding Safeway and the buyout contract, noting that upon "review and approval" from the city attorney the Mayor would approve the contract. The document was received from City Attorney Putman prior to his departure for vacation, but a few changes had been made. Discussion regarding the risk of signing without further review followed. **City Manager Wyntergreen** clarified that the risk of signing is minimal. **Mayor Weber** pointed out that this contract has been reviewed multiple times by FEMA, City, and Safeway attorneys. **Councilor Sandusky moved to authorize the mayor to sign the agreement. Councilor Martin seconded the motion.** Under discussion it was brought up that it would have to be placed on the agenda for action. **Councilor Martin withdrew his second and Councilor Sandusky withdrew his main motion.**

   Councilor Sandusky moved to place on the agenda under Pending Business the Safeway buyout agreement. Councilor Martin seconded the motion. Motion carried unanimously by Council seated.

   Councilor Sandusky moved to authorize the mayor to sign the Safeway buyout contract. Councilor Martin seconded the motion. Motion carried unanimously by council seated.

NEW BUSINESS:

1. **Legal Description for Annexation – City Manager Wyntergreen** let the council know that a legal description for the annexation of the Dave Neal property is several months away from resolution. Having obtained a quote from Bayside Surveying, **Wyntergreen** asked the Council if the City could pay for the writing of the legal description. The cost will be $800.00. He also noted that issues are still being addressed regarding ODOT's concerns and Schild Road access. **Councilor Sandusky** stated that annexation would be good regardless of pending issues. **Councilor Harris** questioned the cost, and after discussion, noted that at this juncture, the cost will be considered an expense to be recuperated in future tax revenues. **Councilor Martin moved to enter into contract with Bayside Surveying to write a legal description in order to move forward with annexation. Councilor Sandusky seconded the motion. Motion carried unanimously by council seated.**

2. **Emergency Exercise Update—City Manager Wyntergreen** let the Council know the exercise has been moved from December 7, 2011 to January 4, 2012 due to scheduling conflicts. The staff will attend a meeting at 3:00 p.m. in order to be briefed about what to do during the exercise to take place that day between 4:00 and 5:00 p.m. The Council was asked to participate if possible. A tsunami exercise is scheduled for May 23. 2012. The City may also apply for a grant to update the Emergency Training Manual. More information will be available at the December 19, 2011 meeting.

LEGISLATIVE

1. **ORDINANCE – URBAN GROWTH MANAGEMENT AGREEMENT – FIRST READING**

Councilor Sandusky moved for the first reading by title only of the ordinance, Councilor Davy seconded. Motion carried unanimously by council seated. City Recorder Sorensen read the ordinance by title only as requested by the Mayor. Second reading will occur at the next meeting.

COUNCIL CONCERNS:

There were no Council Concerns at this time.

MONTHLY REPORTS:

City Manager – Wyntergreen's report was included in Council packets. He announced that the City Planner, David Mattison and his wife Samantha had their baby, Piper on November 15, 2011. The Dairy Queen Property demolition is almost done. Remaining tasks are grading and seeding. Wastewater treatment employee Eric Manning has been an excellent addition to the staff; he is already helping lessen the workload as expected. A new hire will be needed in the police department due to Lyle McFarland's retirement. Sixty applications have been received; background checks are being done on qualified applicants.

Manager Wyntergreen attended a meeting in Salem with Mayor Weber exploring financing options for the sewer extension project. He projected that a draft of the IGA with the Port of Tillamook for financing of the sewer extension should be available for the first or second meeting in December. The City is continuing to research VEBA as an option for health insurance. **Wyntergreen** would like to have an employee exploration meeting to answer questions and talk about how it would work.

City Recorder—Bernadette Sorensen reported that collections continue to go well with Credit, Inc. She is happy with the Council's choice for the new Recorder. **Sorensen** reminded everyone about Officer McFarland's retirement party to be held on November 30, 2011 at City Hall. She also thanked the Mayor and Council for the wonderful retirement party in her honor on November 18, 2011.

MAYOR REPORT:

correction via Mayor Weber.

Mayor Weber said she attended an economic development meeting in ~~Salem;~~ Tillamook the next one will be in January. They also discussed new businesses in Tillamook. She was approached for a meeting with Tillamook PUD to work on [the new transmission line] plan alternatives. The meeting will be held sometime mid-December to early January. **Mayor Weber** reminded everyone about the City's 8th annual tree lighting ceremony and festivities to take place on December 3, 2011. There will be lots of opportunities for fun—pictures with Santa, entertainment, food, and more.

COMMITTEE REPORTS:

Urban Renewal – City Manager Wyntergreen reported that there was a meeting on November 9, 2011. There have been façade updates all around town: The Elks' building improvement project was finished—new windows, metal, and paint gave the building an updated look. The [parking lot] lease document has also been reviewed.

Finance Committee--Councilor Martin stated that a new ordinance is in order regarding the Transient Room Tax (TRT). The ordinance should specify where to spend money in an effort to increase tourism. The committee will look at dollar allocations and work on a draft for the Council to review. He projected an ordinance review for the Council in January.

Associations Committee—Councilor Henson shared that the committee has its first project: to install [directional and tourism information] signs in 15 locations. Justin Aufdermauer, the Chamber of Commerce Director, is heading up the project.

Councilor Henson commented that this committee has been a good way for businesses to work together in economic development. It is good to see the organizations come together and accomplish more as a group than they can alone. **Mayor Weber** is pleased with the progress the committee has made and with the ideas about "branding" Tillamook.

Holden Creek Working Group—Councilor Henson said the group has good representation for the project. Reports on recent culvert clean-up showed that some are in better condition than initially thought, and the tide gates are functioning properly. The group has a goal of restoring salmon to the creek within five years.

City Manager Wyntergreen talked about a grant from the Tillamook Estuaries Partnership that could provide $3000.00 for studies in hydrology and geomorphology. The creek is now considered an urban stream.

Four students at Tillamook High School are using Holden Creek as their senior project. **Councilor Sandusky** said that water analysis from students under Clair Thomas show that the general quality of the water is better.

Councilor Henson said the clearing of brush and trees is going well. The analysis of flooding effects on the creek is anxiously awaited by many involved in the clearing project.

Mayor Weber also commented that beavers in the Holden Creek area will be relocated, and assured everyone that none will be hurt in the process.

STAFF COMMUNICATIONS/CORRESPONDECE/DISCUSSION:

City Manager Wyntergreen announced that the Special Cities Grant Program awarded the City of Tillamook with a $50,000.00 grant this year. The money will be used for improvements to Stillwell between Front and Third Streets. He also mentioned an email he received about a Business of Oregon grant program that could provide up to $30,000.00 for shop cleanup. The Council thanked Wyntergreen for his hard work on grant writing.

AUTHORIZATION TO PAY BILLS:

The Finance Committee had reviewed the current bills prepared for payment. **Councilor Martin moved to pay the bills approved by the Committee. A second was made by Councilor Sandusky. Council seated approved the motion unanimously.** Bills were paid in the following total amount. A copy of the voucher register is attached and by this reference is made a part of the record.

GENERAL CHECKING ACCOUNT

Special Batch 11/14/11	**Checks # 31490**	**$ 11,239.34**
Special Batch 11/15/11	**Checks # 31491**	**$ 366.43**
A/P Batch 11/21/11	**Checks # 31492-31551**	**$ 140,983.99**

ADJOURNMENT:

There being no further business Mayor Suzanne Weber adjourned the meeting at 8:06 P.M.

APPROVED:

Suzanne Weber

Mayor

ATTEST:

Bernadette Bronsen

City Recorder